



## PLANNING AND ZONING DEPARTMENT

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### RIGHT-OF-WAY RELOCATION/VACATION CHECKLIST

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This checklist is designed to aid both the Applicant and the City in the processing of a Right-of-Way Relocation/Vacation application.

- ☐ One check for \$500.00 and other applicable fees such as advertising cost as determined by the City
- ☐ One completed application with an original signature from the Applicant and the Owner
- ☐ One copy of the recorded ownership interests (including liens, encumbrances) in the form of a current title policy, title opinion, or title report. Warranty deeds are not accepted as proof of ownership.
- ☐ Certified envelopes addressed to property owners within 100 feet of the subject right-of-way relocation/vacation. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- ☐ A signed and sealed boundary survey showing the existing right-of-way(s), the proposed location of the new right-of-way(s), the square footage of both the existing and relocated rights-of-way, and complete legal descriptions of both the existing right-of-way(s) and the proposed relocated/vacated right-of-way(s).
- ☐ If rights-of-way(s) are to be vacated in exchange for land a current boundary/topographic survey of the property to be exchanged shall be submitted. The survey shall contain a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, all existing and/or proposed easements, and the mean high tide line for those properties that are adjacent to bodies of water.
- ☐ Five full size, folded copies of the right-of-way relocation survey(s) and a digital copy of the survey(s)